



CITY COUNCIL

Special Meeting

Special Meeting
Wednesday, November 28, 2012
Council Chambers
5:00 p.m.

The Regular Meetings of City Council are filmed and can be viewed LIVE while the meeting is taking place or at your convenience at any time after the meeting on the City's website at www.ReadingPa.gov

All electronic recording devices must be located behind the podium area in Council Chambers and located at the entry door in all other meeting rooms and offices, as per Bill No. 27-2012

I. Opening Matters **Roll Call**

II. Purpose

The purpose of this meeting is for Council to introduce the 2013 Position Ordinance.

III. Public Comment

Citizens wishing to comment on the proposed legislation need to register with the City Clerk before 5 pm on the day of the meeting. All remarks must be directed to Council as a body and not to any individual Council member or public or elected official in attendance. Any person making personally offensive or impertinent remarks or becoming unruly while addressing Council may be called to order by the Presiding Officer, and may be barred from speaking before Council, unless permission to continue speaking is granted by the majority vote of Council.

Those commenting shall limit their remarks to 3 minutes. No comments shall be made from any other location except the podium, and anyone making "out of order" comments may be subject to removal. There will be no demonstration at the conclusion of anyone's presentation. Citizens may not ask questions of Council member or other elected or public official in

attendance. Citizens attending the meeting may not cross into the area beyond the podium. Any materials to be distributed to Council must be given to the City Clerk before the meeting is called to order.

IV. Approval of Agenda

V. Introduction of New Ordinances

A. Ordinance - establishing the employee positions for the City of Reading for the fiscal year 2013 (**Law**)

VI. Adjourn

BILL NO. _____-2012

A N O R D I N A N C E

**AN ORDINANCE ESTABLISHING THE EMPLOYEE POSITIONS FOR THE CITY OF
READING FOR THE FISCAL YEAR 2013.**

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Positions for the City of Reading's fiscal year beginning January 1, 2013, and ending December 31, 2013, shall be as set forth in Exhibit A attached hereto and made a part hereof.

SECTION 2. This Ordinance shall become effective January 1, 2013.

Enacted _____, 2012

President of Council

Attest:

City Clerk

Submitted to Mayor: _____

Date: _____

Received by Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____

**City of Reading
Listing of Positions
For the 2013 Operating Budget**

<i>Division</i>	<i>Position Title</i>	<i>Status</i>	<i>Original 2012 Number of Employees</i>		<i>Proposed 2013 Number of Employees</i>	
			<i>Full-Time</i>	<i>Part-Time</i>	<i>Full-Time</i>	<i>Part-Time</i>
Mayor	Administrative Assistant To The Mayor	Full-Time	1		-	
	Administrative Assistant To The Mayor	Part-Time	-		-	1
	Executive Assistant To The Mayor	Full-Time	1		-	
	MAIG Regional Coordinator	Full-Time	1		-	
	Mayor	Full-Time	1		1	
	Special Assistant, Policy and Outreach	Full-Time		-	1	
	Special Assistant, Government Services	Full-Time		-	1	
	Executive Assistant	Full-Time		-	1	
			4	-	4	1
Managing Director	Managing Director	Full-Time	1		1	
	Communication Specialist	Full-				

		Time	-	-
	Business Analyst	Full-Time	1	1
	Executive Secretary / Admin Aide	Full-Time	1	1
	Economic Development Coordinator	Part-Time	1	-
			3	1
			3	-
Human Relations Commission				
	HRC Executive Director	Full-Time	1	1
	HRC Investigator	Full-Time	1	1
	HRC Clerk	Full-Time	1	1
			3	-
City Auditor				
	City Auditor	Full-Time	1	1
	Auditing Coordinator	Full-Time	1	1
			2	-
City Council				
	Council President	Part-Time	1	1
	Council Member	Part-Time	6	6
	Deputy City Clerk	Full-Time	1	1
	Legislative Aide	Full-Time	1	1
	City Clerk	Full-Time		

		Time	1	1
	Intern	Part-Time		
			1	-
			3	8
			3	7
Director of Administrative Services				
	Confidential Secretary	Full-Time	1	1
	Director of Administrative Services	Full-Time	1	1
	Grant Writer	Full-Time	1	1
	Controller	Full-Time	1	1
			4	-
Purchasing				
	Purchasing Coordinator	Full-Time	1	1
	Purchasing Clerk	Part-Time		-
	Printing Clerk	Part-Time		1
			1	2
Accounting				
	Accounting & Treasury Manager	Full-Time	1	1
	Accountant	Full-Time	1	1
	Pension Administrator	Full-Time	1	1
	Revenue Accountant	Full-Time	1	1
	Floater/Payroll	Full-		

		Time	1		1	
	Payroll Clerk	Full-Time	1		1	
	Accounting Clerk	Full-Time	1		1	
			7	-	7	-
Information Technology						
	GIS Coordinator	Full-Time	1		1	
	Public Safety Support	Full-Time	1		1	
	Network Administrator	Full-Time	1		1	
	Developer	Full-Time	1		1	
	Web Developer	Full-Time	1		1	
	Trainer	Full-Time	1		1	
	System Support Analyst	Full-Time	1		1	
	IT Manager	Full-Time	1		1	
	Lead Developer	Full-Time	1		1	
			9	-	9	-
Citizens Service Center						
	Citizens Service Center Manager	Full-Time	1		1	
	Billing Coordinator	Full-Time	1		-	
	Treasury Coordinator	Full-Time	1		1	

Human Resources	Municipal Professional	Full-Time	2		2	
	Municipal Aide II	Full-Time	8		6	
			13	-	10	-
	Clerks	Full-Time	-		-	
	Diversity and Information Officer	Full-Time	1		-	
	Program Coordinator	Full-Time	-		1	
	HR Generalist	Full-Time	-		1	
	Human Resources Manager	Full-Time	1		1	
	Human Resources Coordinator - Benefits	Full-Time	1		1	
			3	-	4	-
Mailroom						
	Mailroom Clerk	Full-Time	1		-	
			1	-	-	-
Solicitor						
	Solicitor	Full-Time	1		1	
	Confidential Secretary	Full-Time	1		1	
	Executive Secretary/ Admin Aide/Paralegal	Full-Time	1		1	
	Legal Specialist	Full-Time	3		3	

Public Works			6		6
	Confidential Secretary	Full-Time	1		1
	Public Works Director	Full-Time	1		1
Garage			2	-	2
	Maintenance Mechanic	Full-Time	4		4
	Maintenance Worker I/Parts Person	Full-Time	1		1
	Secretary	Full-Time	1		1
	Small Engine Repairperson	Full-Time	1		1
	Foreman	Full-Time	1		1
			8	-	8
Engineering	Engineering Aide III	Full-Time	-		-
	Engineering Aide IV	Full-Time	1		-
Highways			1	-	-
	Equipment Operator II	Full-Time	16		15
	Maintenance Worker I/Signmaker	Full-Time	1		1
	Foreman	Full-			

Parks	Laborer	Time Part-Time	1	1
			-	-
			18	17
			-	-
	Equipment Operator II	Full-Time	2	2
	Equipment Operator III	Full-Time	2	2
	Foreman	Full-Time	2	2
	Maintenance Worker I	Full-Time	-	-
	Maintenance Worker III	Full-Time	1	1
	Operations Division Manager	Full-Time	1	1
Shade Tree	Secretary	Full-Time	1	1
	Laborer	Part-Time	-	-
			10	8
			9	9
			10	8
	Equipment Operator II/ Arborist	Full-Time	1	1
	Maintenance Worker I	Full-Time	1	1
			2	2
			-	-
Recreation	Recreation Supervisor	Full-Time		-
	Recreation Aide	Part-Time		

Public Property		Time		-	
	Tennis Instructor	Part-Time		-	
	Park Security Guard	Part-Time		-	
			-	-	-
	Foreman	Full-Time	2	1	
	Maintenance Worker III	Full-Time	-	-	
	Tradesman	Full-Time	4	4	
	Custodial Worker	Part-Time			8
			6	8	5
Police - Criminal Investigations					
	Captain	Full-Time	1	1	
	Police Officer (CI Assignment)	Full-Time	19	19	
	Lieutenant	Full-Time	1	1	
	Police Officer (ID Assignment)	Full-Time	4	4	
	Court Liason Officer	Part-Time		-	1
	Clerk	Part-Time		-	1
	Sergeant	Full-Time	5	5	
			30	-	30
					2

Police - Special Services

Captain	Full-Time	1		1	
Lead Clerk/Trainer	Full-Time	1		1	
Police Officer/FTO	Full-Time	1		1	
Telecommunicator Supervisor	Full-Time	1		1	
Telecommunicator I	Full-Time	3		3	
Telecommunicator II	Full-Time	11		11	
Telecommunicator	Part-Time		8		8
Records Clerk	Full-Time	4		4	
Records Office Supervisor	Full-Time	1		1	
TAC Officer	Full-Time	1		1	
Lieutenant	Full-Time	2		2	
Secretary - Police Academy	Full-Time	1		1	
Sergeant - Video Surveillance	Full-Time	-		1	
Sergeant - Records	Full-Time	1		-	
Radio Supervisor	Full-Time	1		1	
Video Monitorer	Part-Time		8		8
Systems Administrator Supervisor	Full-Time	1		1	
Court Liason Officer	Part-				

Police - Patrol	Clerk	Time Part-Time	1	-
			1	-
			30	18
			30	16
	Captain	Full-Time	1	1
	Lieutenant	Full-Time	4	4
	Police Officer	Full-Time	107	108
	Police Officer/FTO	Full-Time	4	3
	Sergeant	Full-Time	14	15
	Clerk	Part-Time	1	1
Police - Administration	School Crossing Guard	Part-Time	100	100
			130	101
			131	101
	Chief of Police	Full-Time	1	1
	Deputy Chief of Police	Full-Time	-	-
	Confidential Secretary	Full-Time	1	1
	Lieutenant	Full-Time	-	1
	Sergeant	Full-Time	2	-
	Administrative Assistant	Part-Time	2	2

Fire Administration			4	2	3	2
	Clerk Typist II	Full-Time	1		1	
	Administrative Officer	Full-Time	1		1	
	Fire Chief	Full-Time	1		1	
	First Deputy Chief	Full-Time	4		4	
			7	-	7	-
Fire Special Services (Preventive Education)						
	LT Fire Prevention Officer	Full-Time	3		3	
	Fire Marshal	Full-Time	1		1	
	Lt Fire Training Officer	Full-Time	-		-	
			4	-	4	-
Fire Training						
	Lt Fire Training Officer	Full-Time	1		1	
			1	-	1	-
Fire Suppression						
	Second Deputy Chief	Full-Time	4		4	
	Firefighter V	Full-Time	76		70	
	Firefighter IV	Full-Time	-		-	

Fire EMS

Firefighter III	Full-Time	-	-
Firefighter II	Full-Time	-	-
Firefighter I	Full-Time	4	11
Firefighter Trainee	Full-Time	-	-
LT Fire Suppression Officer	Full-Time	4	4
		88	-
		89	-
Deputy Chief/EMS Mgr	Full-Time	1	1
EMS Lieutenant	Full-Time	4	4
Firefighter V - Medic	Full-Time	11	12
Firefighter IV - Medic	Full-Time	-	-
Firefighter III - Medic	Full-Time	1	7
Firefighter II - Medic	Full-Time	3	-
Firefighter I - Medic	Full-Time	4	1
Firefighter Trainee - Medic	Full-Time	1	-
Transport Coordinator	Full-Time	1	1
Wheelchair Van Driver	Full-Time	5	5
		31	-
		31	-

CD Planning

Planner III	Full-Time	1		1	
		1	-	1	-

CD- Property Maintenance

Codes Manager	Full-Time	1		1	
Chief Clerk	Full-Time	1		1	
PMI Supervisor	Full-Time	3		3	
Development & Inspection Clerks	Full-Time	3		3	
PM Specialist	Full-Time	1		-	
Property Maint Aide	Full-Time	3		2	
Property Maint Inspector	Full-Time	20		22	
Housing Coordinator	Part-Time		1		-
Clerk	Part-Time		1		-
		32	2	32	-

CD - Zoning

Zoning Administrator	Full-Time	1		1	
Zoning Technician	Full-Time	1		1	
Zoning Inspector	Full-Time	2		2	
Clerk	Part-Time				

		Time	1	1
CD - Trades			4	1
	Secretary	Full-Time	1	1
	Chief Building Official	Full-Time	1	1
	Plumbing Inspector	Full-Time	1	1
	Building Inspector	Full-Time	1	1
	Electrical Inspector	Full-Time	1	1
	HVAC Inspector	Full-Time	1	1
	Residential Inspector	Full-Time	1	1
	Clerk	Part-Time	1	-
			8	-
CD - Administration				
	Deputy CD Director	Full-Time	1	1
	PMI Specialist	Full-Time	-	-
	CD/Hist Preserv Specialist	Full-Time	1	1
	Clerk	Part-Time	-	-
	Business Ambassador	Part-Time	-	-
	Zoning Administrator	Full-Time	-	-

CD - HUD	Building Official	Full-Time	-	-
			2	-
	CD Specialist	Full-Time	2	2
	CD Specialist Manager	Full-Time	1	1
	CD Specialist III	Full-Time	1	1
	Community Development Director	Full-Time	1	1
	Confidential Secretary	Full-Time	1	1
	Fiscal Officer	Full-Time	1	1
	Rehab Specialist	Full-Time	1	-
			8	7
Library Administration				-
	Director of Libraries	Full-Time	1	1
	Assistant Director of Libraries	Full-Time	2	2
Library - Circulation			3	-
	Librarian I	Full-Time	1	1
	Librarian II	Full-Time	-	-
	Librarian III	Full-Time	1	1

Library - Reference		Full-Time	2	2	-
	Librarian II	Full-Time	4	4	
	Librarian III	Full-Time	1	1	
			5	5	-
Water Administration	Foreman	Full-Time	-	-	
	Customer Service Rep.	Full-Time	-	-	
	GIS/CAD Technician	Full-Time	-	-	
	Engineering Aide III	Full-Time	-	-	
	Distribution Engineer	Full-Time	-	-	
Water Collection			-	-	-
	Equipment Operator I	Full-Time	-	-	
	Equipment Operator II	Full-Time	-	-	
	Equipment Operator III	Full-Time	-	-	
	Foreman	Full-Time	-	-	
	Maintenace Worker II	Full-Time	-	-	
	Watershed Manager	Full-Time	-	-	

Water Purification

			-	-	-
	Centrifuge Operator I	Full-Time	-	-	
	Dewatering Technician	Full-Time	-	-	
	Lab Technician	Full-Time	-	-	
	Chief Operator	Full-Time	-	-	
	Clerk Typist II	Full-Time	-	-	
	Foreman	Full-Time	-	-	
	Lab Supervisor/Bact.	Full-Time	-	-	
	Maintenance Worker II	Full-Time	-	-	
	Tradesman	Full-Time	-	-	
	Water Plant Oper. I	Full-Time	-	-	
	Water Plant Oper. II	Full-Time	-	-	

Water Distribution

			-	-	-
	Equipment Operator II	Full-Time	-	-	
	Field Investigator	Full-Time	-	-	
	Foreman	Full-Time	-	-	
	Foreman - Meter	Full-			

		Time	-	-	
	Foreman - Mechanic	Full-Time	-	-	
	Foreman - Main Crew	Full-Time	-	-	
	Foreman - Service Crew	Full-Time	-	-	
	Maintenance Mechanic II	Full-Time	-	-	
	Maintenance Worker II	Full-Time	-	-	
	Maintenance Worker III	Full-Time	-	-	
	Superintendent	Full-Time	-	-	
			-	-	-
Self - Insurance					
	Risk and Safety Coordinator	Full-Time	1	1	
	OCIP Coordinator	Full-Time	-	-	
			1	1	-
Sewers					
	System Superintendent	Full-Time	1	1	
	Utilities Systems Manager	Full-Time	1	1	
	Utility Engineer	Full-Time	1	1	
	Environmental Prog Coordinator	Full-Time	1	1	
	Foreman	Full-Time	2	2	

WWTP

Equip Op II	Full-Time	10		10	
Maint Worker III	Full-Time	1		1	
Clerk Typist I	Full-Time	1		1	
Engineer Aide III	Full-Time	1		1	
Engineer Aide IV	Full-Time	-		1	
Maintenance Mechanic	Full-Time	1		1	
Project Coordinator	Part-Time		1		3
		20	1	21	3
Maint Supv	Full-Time	1		1	
Belt Press Op I	Full-Time	2		2	
Cert Oper/Shift Sup	Full-Time	6		6	
Operations Supv	Full-Time	1		1	
Elec/Elect Field Eng	Full-Time	1		1	
Elec/Inst Tech	Full-Time	-		-	
Utilities Div Manager/Environ	Full-Time	-		-	
Utility Engineer	Full-Time	1		1	
Utility Clerk Typist	Full-Time	-		-	
Env Prog Coord	Full-				

	Time	-	-	
Equip Op II	Full-Time	1	1	
Lab Supv	Full-Time	1	1	
Lab Tech	Full-Time	5	5	
Lab Tech	Part-Time			2
		1		
Maint Worker II (Mech)	Full-Time	3	3	
Maint Worker III	Full-Time	-	-	
Maintenance Mechanical	Full-Time	1	1	
Maint Worker III Elec/Mech	Full-Time	2	2	
Industrial Maint Mech	Full-Time	2	2	
Pump Tender	Full-Time	4	4	
Secretary	Full-Time	1	1	
Serv Utility Person	Full-Time	7	7	
Sew Plant Op I (6th St.)	Full-Time	-	-	
Sew Plant Op I (Fritz Is)	Full-Time	-	-	
Sew Plant Op II (Fritz Is)	Full-Time	-	-	
Sewer Plant Operator II	Full-Time	4	4	
Wastewater Treatment Manager	Full-Time	1	1	
Tradesman (Elec)	Full-			

Recycling/Trash

Project Accountant	Time	2		2
	Full-Time	1		1
		47	1	47 2
Solid Waste Supervisor	Full-Time	1		1
	Full-Time	-		1
	Full-Time	-		1
	Full-Time	1		1
	Full-Time	1		1
	Full-Time	5		5
	Full-Time	1		-
	Full-Time	5		5
	Full-Time	1		-
	Full-Time	-		-
	Full-Time	-		1
	Full-Time	-		1
	Part-Time		2	-
	Part-Time		1	1
	Part-Time			

Number of Full-Time and Part-Time Employees

Time	2		1	
	15	5	17	2
	578	160	574	155